



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 1.3.41	Subject: EMPLOYEE DRESS, UNIFORM, & HYGIENE
Reference: DOC Policy No. 1.3.41	Page 1 of 8, plus 1 attachment
Effective Date: May 17, 1999	Revision: (new effective date) September 9, 2010
Signature / Title: /s/ Mike Mahoney / Warden	
Signature / Title: /s/ Gayle M. Lambert / MCE Administrator	

I. PURPOSE

To ensure the employees of Montana State Prison (MSP) and Montana Correctional Enterprises (MCE) dress and maintain their appearance in a manner that will promote their personal safety and project a professional and conservative image.

II. DEFINITIONS

Non-uniformed Staff - those staff members who are not required to wear a uniform to work.

Uniformed Staff - those staff members who are required to wear a uniform to work. This includes officers, and may also include such areas as infirmary, recreation, food service, etc.

III. PROCEDURES

A. General

1. In the interest of presenting a professional image to the public and serving as a positive role model for inmates and the public, all employees must observe good habits of grooming and personal hygiene.
2. Staff may only wear uniform clothing and associated items while on duty and when representing MSP/MCE during authorized functions in the community.
3. Staff must wear their issued MSP ID card in a conspicuous location on their outer clothing at all times while on duty. Ranch and Dairy supervisors may keep their ID in a pocket on their person while out on the ranch. The ID must be attached to the clothing prior to entering the facility. The ID card must be kept as issued with no alterations. The Guiding Principles card must be attached behind the MSP ID card.
4. Staff family members may not wear uniforms whole or in part.
5. Staff who are on their way to work or returning home from work may not wear their uniform when purchasing alcohol or entering an establishment whose primary function is the sale of alcohol.
6. Staff must dress professionally and appropriately while on duty. Items not allowed for wear include, but are not limited to:
 - a. Spandex and/or other form fitting clothing.
 - b. Dirty, wrinkled, worn, ripped, or faded clothing.
 - c. Shorts.
 - d. Camouflage clothing (**exception:** Staff that are issued this type of clothing as their daily uniform, such as IPS/SRT or Boot Camp).
 - e. Black or navy blue swat type clothing (**exception:** Staff that are issued this type of clothing as their daily uniform, such as MSP Tactical Teams).
 - f. Clothing with designs that are not correctional related/DOC approved.
 - g. Sandals and flip flops are not allowed. Sandals do not include women's open toed dress shoes.

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- h. Any clothing item, including hats, that isn't specifically authorized in this procedure.
- 7. At no time are staff allowed to bring or store unworn civilian clothing inside the fenced perimeter. Employees may wear athletic shoes and attire during approved physical fitness activities (with the exception of spandex) while on their meal break. The employee must store the attire in their vehicle or the designated lockers in the Wallace Building staff locker rooms. The employee must change into and out of the attire in the Wallace Building staff locker rooms.
- 8. Supervisors are responsible for enforcing appropriate standards of personal appearance and cleanliness of the employees they supervise. Supervisors shall make the final decision as to appropriate dress, grooming, and personal hygiene. If a supervisor determines that an employee's dress, grooming and personal hygiene or appearance is inappropriate, the employee shall be required to immediately remedy the problem subject to grievance per collective bargaining agreement or DOC policy.
- 9. Upon termination of employment every staff member must return all state issued equipment and clothing to the Human Resources Department.
- 10. Exceptions to the conditions of this procedure may be made on a case-by-case basis to address individual documented medical problems.
- 11. Hats, if worn, must be the approved black baseball cap (or other approved hat type and color for designated work locations, e.g. hard hat for Food Factory and red cap for Food Service) with the badge design embroidered on the front (see photo #4 on attachment A) or a plain solid black stocking cap. If desired, the employee may have his/her job title or work location embroidered on the back of the ball cap. Staff working on the Ranch may wear cowboy hats (not state issued).

B. Clothing

All state issued clothing will be issued with appropriate badges or insignias.

- 1. Uniformed Staff
 - a. Correctional Officers:
 - 1) General:
 - a) Uniform Staff must report to work wearing full uniform, including duty belt, before entering the Wallace Building. The field jacket is optional depending on weather.
 - b) BDU shirts and pants will be neat, clean, ironed/wrinkle free, and worn in a manner that presents the image of a correctional professional.
 - c) Uniform Staff must remain in full uniform (considering exceptions prescribed in operational procedure) for their entire shift until relieved and at their vehicle / carpool in the parking lot.
 - d) Correctional Officers are not allowed to wear long sleeve shirts, long john tops, etc., under long sleeve uniform shirts with rolled up sleeves.
 - e) Correctional Officers' state issued clothing must not be altered by attaching additional badges or insignias, other than those issued by the State.
 - 2) The Correctional Officers' uniform shall consist of:
 - a) State Issued (all state issued clothing will be issued with the appropriate emblems and patches attached):

- Pants – gray – BDU – 6 pocket. If the issued pants have metal waist adjustment clips, they must be removed.
- Long sleeve shirt – gray - BDU – 4 pocket with or without epaulettes.
- Black T-shirt with approved logo (one annually).
 - These will be authorized for wear as uniform outerwear during the time period of May 1st through November 1st.
 - Locked housing unit staff are authorized to work within the unit wearing this shirt at any time of year. However, the 4 pocket BDU shirt, if removed, must be locked in secure storage and must be worn when leaving the unit, outside designated time period.
 - When worn as the outer garment, either in the facility or in Locked Housing units, this T-shirt must be neat, clean, tucked in to the pants and the logo and lettering must not be faded or otherwise lacking in professional appearance.
 - During the time period from May 1st through November 1st, the T-shirt may not be worn with the parka as the outer wear. The 4 pocket BDU shirt must be worn if / when the black field jacket is worn.
- Black field jacket.
- Boots: black; polishable - state issue. Must blouse pants at the top of the boots or tuck pant legs inside of the boots. The boot laces will be tucked in to the top of the boot. Staff with a medical condition that prohibits them from wearing the state issued boot must provide a slip from their medical provider. Supervisors will work with these employees to approve personal footwear that meets their medical needs.
- Black baseball cap with approved logo (optional).
- Black nylon duty belt. This duty belt will be worn on the waist and under the 4 pocket BDU shirt secured to the trouser belt with keepers. The duty belt must be worn at all times.
- Cuff case.
- Badge holder - is to be worn on the duty belt.
- Badge - is to be affixed to the badge holder worn on the duty belt.
- Service Pins (5, 10, 15, 20, 25, and 30 year).
- Glove pouch.
- Twenty-inch chain (one).
- Key clips (two).

- Key and equipment chits (as issued in accordance with tool and key control procedures).
 - Rapid link (one).
 - b) Approved non-issued uniform items:
 - Approved black logo short sleeved t-shirts (available for purchase from Montana Correctional Enterprises).
 - T-shirt, black crew neck (solid color, no designs or logos).
 - Black turtlenecks are authorized for wear under the long sleeve uniform shirt.
 - Raincoat: black.
 - Gloves: black.
 - Trouser belt: black.
 - Name Tag: silver colored name pin ($\frac{1}{2}$ " x $2\frac{1}{2}$ "), or embroidered cloth strip on black background.
 - Service Stars: two year (silver) or embroidered cloth strip on black background.
 - c) Patches, nametags and pins not attached when issued will have the following placements: (see photos #2 and #3 on attachment A)
 - Rank insignia pins are to be pinned on the collars of the uniform shirt and field jackets.
 - The nametag ($\frac{1}{2}$ " x $2\frac{1}{2}$ ") is to be worn on the right side of the shirt centered on the pocket flap seam.
 - The 2-year service star pins and the 5-year, 10-year, etc., service pins are to be worn centered on the right side of the shirt above the name tag location. As these pins are used to designate an officers total years of service, one service pin and two 2-year service star pins are the maximum allowed to be worn (example: an officer with 19 years of service is allowed to wear a 15-year service pin and two 2-year services star pins).
- b. IPS Uniform
- 1) All State issued clothing will be issued with the appropriate emblems and patches attached:
 - Pants – subdued urban camo BDU.
 - Shirts
 - Long sleeve, two pocket, urban camo BDU – must be worn tucked into the pants.
 - Black sweatshirt or black t-shirt with approved badge “Seamless Security” logo on front left and “IPS” across the back.
 - Black jacket/parka.
 - Black duty belt.
 - Handcuffs and restraint key.
 - Flashlight and case.
 - Radio holster.
 - 4 Belt keepers.
 - Glove pouch.

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- Badge (must be worn on the duty belt).
- 2) Approved non-issued uniform items:
 - Rank insignias: if worn must on the shirt collar/jacket epaulet.
- c. Fire Crew Uniform:
Fire crew staff, when on a work assignment burning or applying weed chemicals, are allowed to wear state issued Nomex fire pants.
- d. Food Service
MSP Food Service staff will wear the following clothing which will be issued in the appropriate color (when specified) with the appropriate emblems and patches attached:
 - Smock or apron
 - Black jacket/parka
 - Maroon or white shirt
 - Maroon sweatshirt
 - Pants
- e. Infirmary Staff:
RN's, LPN's, SDA's, PA's, Ward Clerks, and dental staff must wear medical uniforms, with the exception of solid dark blue or khaki medical scrubs and/or lab jackets. EMT-X pants are authorized as optional wear, color restrictions apply.
- f. Recreation Department Staff:
MSP Recreation Department staff must wear a uniform consisting of the following state issued clothing:
 - Red polo shirt, t-shirt or sweatshirt.
 - Black sweatpants.
 - Red parka/windbreaker.
 All clothing will be issued with the authorized emblems and patches already attached.
- g. Maintenance Staff:
Maintenance staff must wear work clothing that is appropriate for the tasks being performed and must be clearly identifiable as staff members.
 - 1) All state issued clothing will be issued with the authorized emblems and patches already attached.
 - a) Inclement weather clothing: black Carhart type bib overall or coverall, and jacket.
 - b) Black polo shirt.
 - 2) Approved non-issued uniform items:
 - a) Shirt - conservative color and style.
 - b) Pants - conservative color and style.
 - 3) Tan Carhart type jackets are not permitted.
- h. MCE Staff:
MCE staff must wear work clothing that is appropriate for the task being performed and must be clearly identifiable as staff members.
 - 1) Staff working in production areas (e.g. all Ranch, Dairy, Industries, Food Factory, Vocational Education, Canteen and License Plate Factory programs) must wear approved MCE state issued logo shirts. Four shirts will be issued. Staff may purchase additional approved logo shirts from

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MCE. Shirts will be replaced as worn out, with a maximum of four replacements per year.

- 2) Staff working in non-production areas (Directors, Administrative and Accounting staff) must wear professional appropriate clothing (not state issued) or approved MCE state issued logo shirts.
- 3) Protective lab coats will be provided for employees working in production areas such as Motor Vehicle Maintenance and the Dairy.
- 4) Tan Carhart type jackets are not permitted.

2. Non-Uniformed Staff:

- a. For reasons of security and staff safety, staff are discouraged from wearing all kaki/tan or navy/dark blue colored clothing. This will help distinguish staff from inmates.
- b. Administrative staff (wardens, administrators, bureau chiefs, directors, unit managers, department heads) must hold themselves to a higher standard to help develop professionalism in their work areas.
- c. Non-administrative staff will wear garments that are appropriate to the individual employee's job assignment/duties, work location, and climate conditions.
- d. General
 - Employees will use discretion when attending meetings as a representative of the facility. Unscheduled meetings may require a change of clothing, if appropriate.
 - A supervisor may allow an employee to wear more casual clothing on days when the employee is going to be performing tasks that are hard on clothing, such as moving boxes or files, heavy cleaning, conducting searches, etc.
 - Footwear must be appropriate for climate conditions and the employee's job assignment/duties, work location, and as determined by their supervisor. For example:
 - Athletic shoes for personnel performing duties that involve prolonged standing or walking.
 - Insulated pack-style boots for freezing weather.
 - Rubber knee high boots for dairy supervisors.
 - Cowboy style boots for Ranch supervisors.
 - Clothing must be conservative in design and not form fitting or revealing.
 - Skirts must extend below the knee, and skirt slits shall not extend above the knee.
 - Fishnet hose are not allowed.
 - Spaghetti straps, backless tops, short shirts, tube tops, tank tops, halter tops, sleeveless tops, or other sheer or revealing dresses or blouses must not be worn.
 - Form fitting pants are not allowed.

C. Jewelry

1. To ensure compliance with the Department of Health standards established for this industry the only pieces of jewelry Food Service staff may wear while on duty is a simple wedding band and wristwatch. The wristwatch may not be worn when the staff member is involved with direct food production.

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2. Staff must not have any jewelry or other items in visual body piercings, i.e. tongue, nose, eyebrow, lip, etc., with the exception of earrings as outlined below.
3. The following limitations shall be followed for all MSP/MCE employees:
 - Rings – two; a set of wedding rings is considered one ring.
 - Wristwatch – one.
 - Bracelet – one.
 - Necklace – one.
 - Earrings
 - Men - one pair; simple; post-type; one per ear; on earlobe. No dangling earrings or hoops.
 - Female – one pair; simple; not to exceed ½ inch in length; one per ear; on earlobe.

D. Hair

1. General:
 - a. Hair, whether it is dyed, tinted, bleached or natural, must be a color within one of the naturally occurring color ranges. The naturally occurring color range does not include colors such as pink, blue, green, or purple.
 - b. Staff must keep their hair (including male facial hair) neatly trimmed, neatly arranged, clean, and styled to present a professional appearance. Designs, numbers, or initials cut or sculpted into the hair are prohibited.
 - c. Staff whose duties require them to serve or prepare food must wear a hat and/or hair guard, and beard guard (if applicable) when handling food.
 - d. Staff must keep their head or facial hair in a manner that allows proper utilization of security/safety equipment (i.e. staff members that may be required to wear a Self Contained Breathing Apparatus or a Chemical Agents Mask must keep their head and facial hair in a manner that does not prohibit the apparatus or mask from attaining a tight seal).
2. Females
 - If a hat is worn, the bulk of the hair must not interfere with the proper fit.
 - Female staff members whose regular job duties bring them in direct contact with inmates on a daily basis, and who have hair longer than shoulder length, are encouraged to keep their hair in a bun or pulled back in a pony tail.
3. Males
 - Hair must be neatly groomed and off the outer garment collar.
 - If a hat is worn, the bulk of the hair must not interfere with the proper fit.
 - Sideburns must not extend below the bottom of the earlobe. They must be the same on each side, squared-off at the bottom, no wider than one inch, trimmed at right angles, and the same width top to bottom.
 - Mustaches must be off the upper lip.
 - Beards and goatees are allowed, but must be kept less than one inch in length and neatly trimmed. The areas of the face and neck where the beard or goatee is not grown must be kept clean-shaven.
 - If a beard or moustache is not worn, the face must be clean-shaven daily.

E. Eyewear

1. Staff are not allowed to wear sunglasses inside buildings unless medically required and documented.

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2. All eyewear, when not being worn, must be stored appropriately. They will not be allowed to be on top of head, on a hat, or hanging from an outer garment. They may be left hanging in front using an eyewear retainer that goes around the neck and attaches to the bow stems.

F. Tattoos

Tattoos are allowed, but it is preferred that staff who have them keep them covered. Offensive or questionable tattoos will be reviewed on a case by case basis.

G. Badges

1. The Warden will determine who will be issued a badge.
2. Badge awards
 - a. Employees who have completed a minimum of ten years of service may have their badge permanently awarded to them upon termination of employment in good standing.
 - b. Employees who want to keep the badge must submit a written request to the Warden.
 - c. The badge must be affixed to a plaque before it is awarded to the employee, so that it can no longer be used as a functional badge.
3. Procurement and Accounting
 - a. Badges are ordered from the Warehouse and purchased in accordance with state law, per the instruction of the Warden.
 - b. The Associate Warden of Housing will ensure that all state purchased badges are accounted for as:
 - 1) Issued to a current employee;
 - 2) Awarded to a former employee; or
 - 3) In storage.

IV. CLOSING

Questions concerning this operational procedure will be directed to the Warden's or MCE Administrator's office.

V. ATTACHMENTS

MSP Staff Dress Photographs

attachment A

MSP STAFF DRESS PHOTOGRAPHS

PHOTO #1: T-Shirt

Back



Front



PHOTO #2: Correctional Officer Uniform Shirt

Name Tag

Service Pin

Rank Insignia Pin



PHOTO #3: MSP Uniform Field Jacket

Flag emblem

Rank Insignia Placement

MSP emblem



PHOTO #4: Hat with MSP badge emblem embroidery.

